



JENNIFER M. GRANHOLM
GOVERNOR

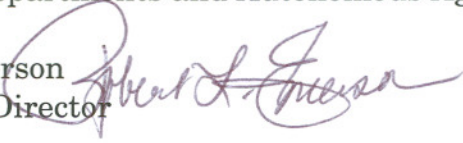
STATE OF MICHIGAN
OFFICE OF THE STATE BUDGET
LANSING

ROBERT L. EMERSON
DIRECTOR

April 12, 2007

MEMORANDUM

TO: Directors of Departments and Autonomous Agencies

FROM: Robert L. Emerson
State Budget Director 

SUBJECT: Executive Directive 2007-16 – Reduction of State Expenditures for Periodical Subscriptions and Other Subscription Services

Executive Directive 2007-16 establishes restrictions on the expenditure of funds for periodical subscriptions and other subscription services for the remainder of the fiscal year ending September 30, 2007.

This memorandum outlines procedures necessary to implement Executive Directive 2007-16.

Moratorium on Periodical Subscription or Other Subscription Services

Expenditure of funds, regardless of funding source, is not allowed except for purchases for the Michigan Electronic Library (MeL.org) or for the Library of Michigan.

The State Budget Director may grant an exception to this moratorium in advance of an expenditure for a periodical subscription, including newspapers, magazines, newsletters, and journals, and other subscription services in the following circumstances:

1. The expenditure of funds for a periodical subscription or other subscription service is required by legal mandate or court order.
2. The expenditure of funds for a periodical subscription or other subscription service is needed to address an imminent threat to the health, safety, or welfare of Michigan citizens or visitors.

Directors of Departments and Autonomous Agencies

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The attached form (signed by department director or his/her designee) should be used to request an exception to this directive. This form is also available on the State Budget Office Web site at <http://www.michigan.gov/budget>.

I appreciate your cooperation in implementing this directive. If you have any questions concerning these procedures, please contact Nancy W. Duncan, Deputy State Budget Director at (517) 373-0870.

Attachments:

- 1) Subscription Authorization Form, DMB Form 100h
(<http://www.michigan.gov/budget>)
- 2) Executive Directive 2007-16

cc: Mary A. Lannoye, Chief of Staff
Teresa Bingman, Deputy Chief of Staff
Nancy W. Duncan, Deputy State Budget Director
Agency Budget Directors
Internal State Budget Office Distribution

SUBSCRIPTION AUTHORIZATION
Authority: Executive Directive 2007-16

Instructions: Please complete and submit to: Nancy Duncan, Deputy State Budget Director.
All items must be completed. Incomplete forms will be returned to the agencies for resubmission.

Department/Agency	Bureau/Office
Division	Section/Unit
Subscription to the Following Periodical or Service Name: Address: City, State and Zip: Web Address:	Subscription on Behalf of <input type="checkbox"/> State as a Whole <input type="checkbox"/> Department <input type="checkbox"/> Unit Within Department (Specify): _____ <input type="checkbox"/> Joint with Other State Agency (Specify): _____ <input type="checkbox"/> Individual Subscription for (Name): _____
<input type="checkbox"/> New Subscription <input type="checkbox"/> Renewal Subscription	Subscription Period Start Date Subscription Period End Date
Subscription Meets the Following Criteria <input type="checkbox"/> The subscription is required by legal mandate or court order. <input type="checkbox"/> The subscription is needed to address an imminent threat to the health, safety, or welfare of Michigan citizens or visitors.	
Describe Justification for the Subscription	
Total Cost (Enter Total Annual Cost) \$	Is the subscription available on-line or via MeL.org? <input type="checkbox"/> Yes <input type="checkbox"/> No
GF/GP (Enter \$ Amount or % to be Charged to GF/GP Funds)	
Federal (Enter \$ Amount or % to be Charged to Federal Funds)	Specific Federal Funding Source (in Words)
Other (Enter \$ Amount or % to be Charged to State Restricted or Other Funds)	Specific State Restricted or Other Funding Source (in Words)

↑ Signature (Department Director or Designee) ↑	↑ Date ↑
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Official Budget Office Use	Date Received	Request Number
Request Recommended <input type="checkbox"/>	Request Denied <input type="checkbox"/>	
↑ Budget Director or Authorized Signature ↑		↑ Date ↑

Please Return Form to: _____ Bureau/Section: _____
Building/Floor: _____ Fax Number: _____



STATE OF MICHIGAN
OFFICE OF THE GOVERNOR
LANSING

JOHN D. CHERRY, JR.
LT. GOVERNOR

JENNIFER M. GRANHOLM
GOVERNOR

EXECUTIVE DIRECTIVE
No. 2007 — 16

TO: Department Directors and Autonomous Agency Heads

FROM: Governor Jennifer M. Granholm

DATE: March 29, 2007

SUBJECT: **Reduction of State Expenditures for Periodical Subscriptions and Other Subscription Services**

Because of the economic conditions currently facing the citizens and government of this state and the resulting fiscal difficulties for our state budget, Executive Directive 2007-8 directed the Director of the Department of Management and Budget to present a plan to reduce expenditures by departments and agencies within the Executive Branch of state government for periodical subscriptions (including, but not limited to, newspapers, magazines, newsletters, and journals) and other subscription services. Given the state's continuing fiscal crisis, state departments and agencies must initiate action now to realize additional administrative efficiencies and economies. Accordingly, I direct:

A. Effective immediately, and through September 30, 2007, a moratorium is imposed on all expenditures for periodical subscriptions or other subscriptions services. This moratorium does not extend to purchases for the Michigan Electronic Library (MeL.org) or the Library of Michigan. An exception to this moratorium may be granted by the State Budget Director only if a state department or agency demonstrates to the satisfaction of the State Budget Director that a purchase is required by legal mandate or court order or is otherwise needed to address an imminent threat to the health, safety, or welfare of Michigan citizens or visitors.

B. When making purchases, departments and agencies are directed only to use the proper object code as outlined by the Department of Management and Budget so that expenditures for periodical subscriptions and other purchases can be identified accurately.

C. Departments and agencies are prohibited from using procurement cards to purchase periodical subscriptions or other subscription services. The Department of Management Budget shall adopt any policies and procedures necessary to implement this restriction.

D. Beginning October 1, 2007, departments and agencies are prohibited from making expenditures for periodicals or subscriptions when the information provided via the periodical or subscription is available on-line or via MeL.org without charge. Not later than September 30, 2007, the Department of Management and Budget shall compile a list of periodicals and subscriptions not eligible for expenditures. The Department of Management and Budget and the Department of History, Arts, and Libraries shall work to inform departments and agencies about periodicals and other publications available via MeL.org.

E. Beginning October 1, 2007, departments and agencies are prohibited from using delegated purchasing authority to acquire periodical subscriptions or other subscriptions for expenditures of \$ 5,000.00 or more. The Department of Management Budget shall adopt any policies and procedures necessary to implement this restriction.


F. The Department of Management and Budget may establish mandatory use contracts for similar publications or subscription services purchased by multiple state agencies to leverage volume and secure pricing concessions when possible.

G. The Department of Management and Budget shall issue a "call for publications" to state departments and agencies requiring departments and agencies to identify publications and periodical subscriptions utilized and the reasons used. The Department of Management and Budget shall use this information to identify further potential administrative efficiencies and economies in the provision of needed information to state departments and agencies.

H. The Director of the Department of Management and Budget is responsible for the enforcement of the requirements of this Directive. The Director may issue, alter, or rescind administrative or procedural directives related to the purchasing of periodical subscriptions and other subscriptions as authorized under Section 131 of The Management and Budget Act, 1984 PA 431, MCL 18.1131, to implement the requirements of this Directive. Violations of this Directive shall be reported to the Director of the Department of Management and Budget.

I. This Directive is effective immediately.

I extend my sincere appreciation for your assistance and the continued hard work of state employees as we respond to the state's difficult fiscal condition.



JENNIFER M. GRANHOLM
GOVERNOR